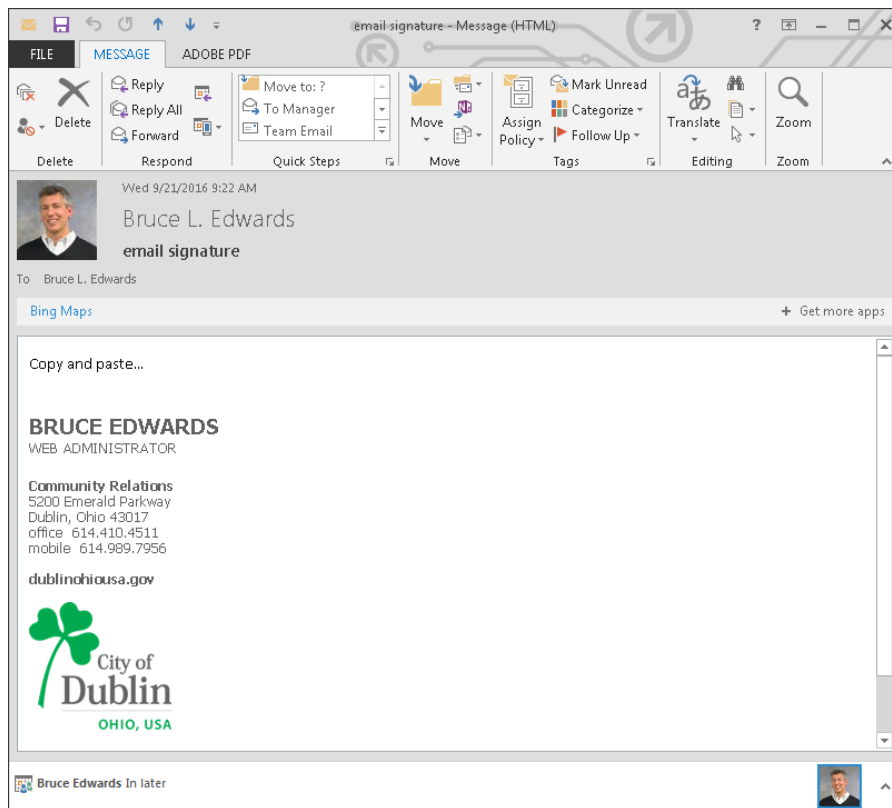


# Email Signature Template

## Using the Desktop version of Outlook

Login to Outlook and open an email with the correct signature. The signature begins with your name and ends with the social media icons.



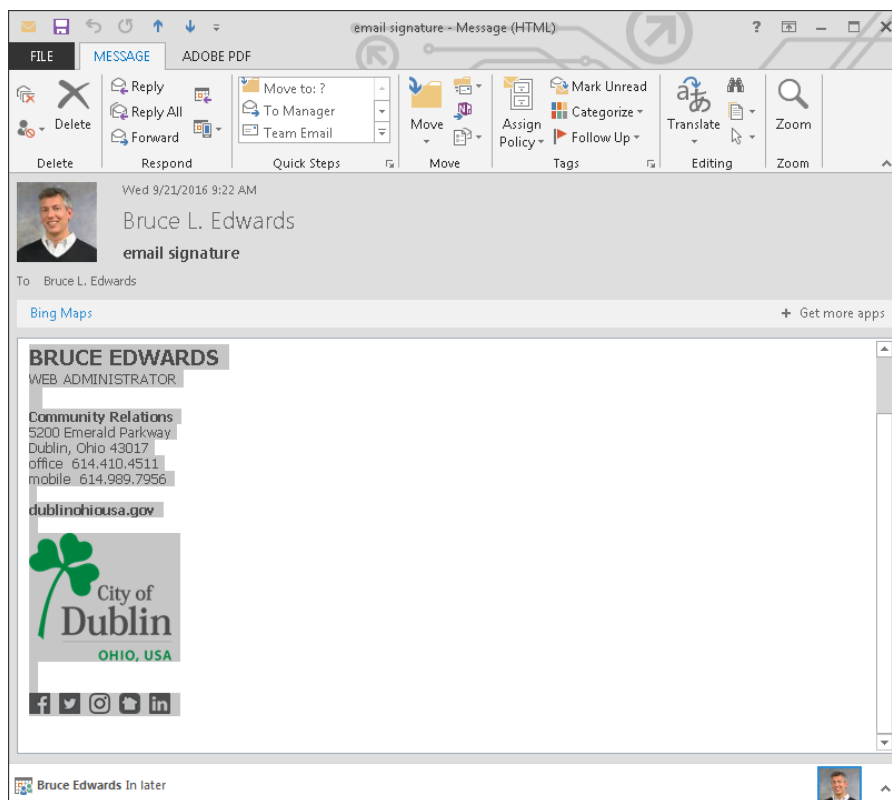
**BRUCE EDWARDS**  
WEB ADMINISTRATOR

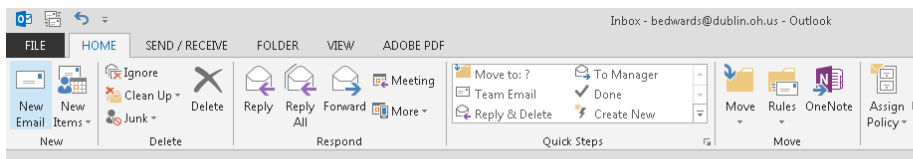
**Community Relations**  
5200 Emerald Parkway  
Dublin, Ohio 43017  
office 614.410.4511  
mobile 614.989.7956

[dublinohiousa.gov](http://dublinohiousa.gov)

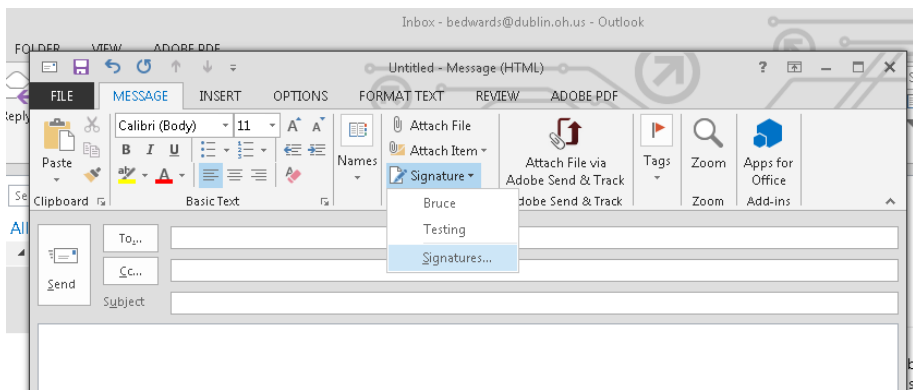


Highlight and copy the entire signature.

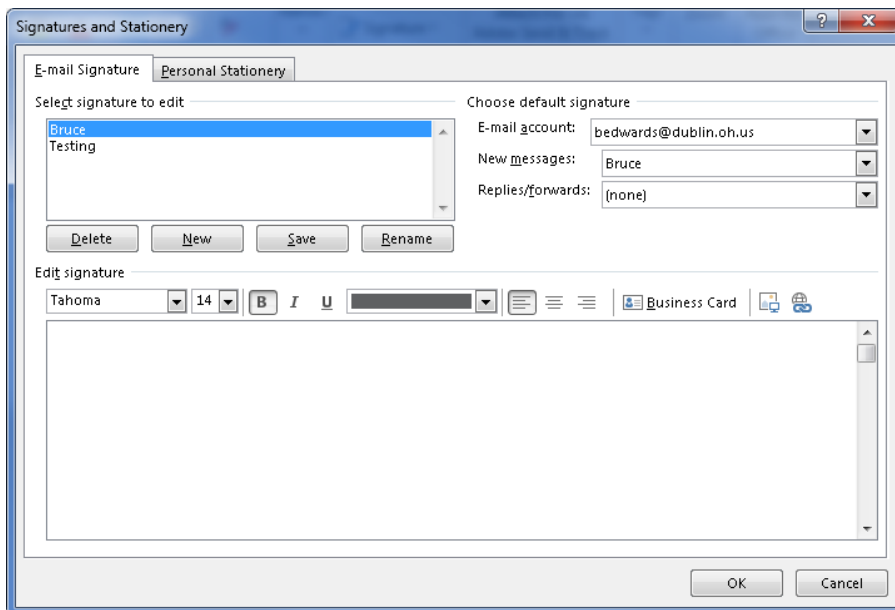




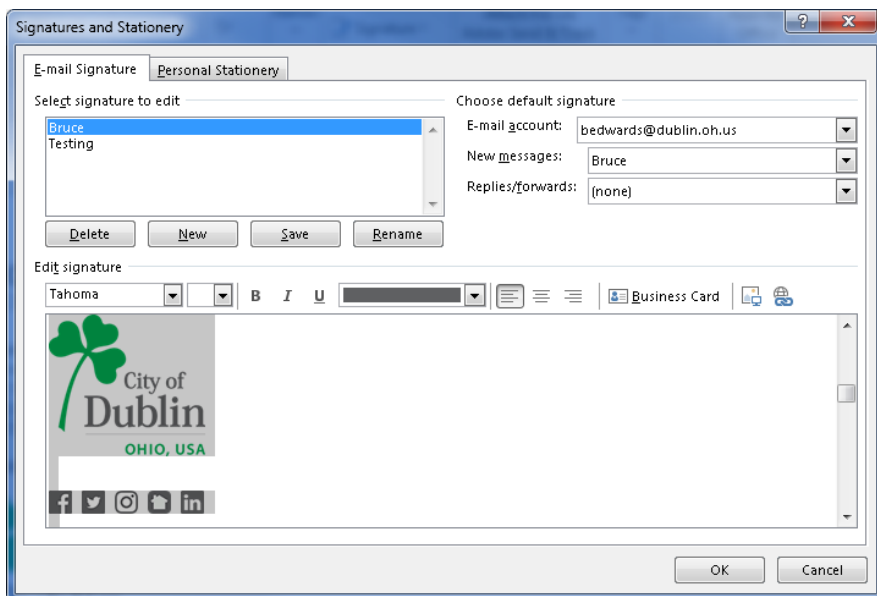
Click on 'Signature' in the drop down select 'Signatures'



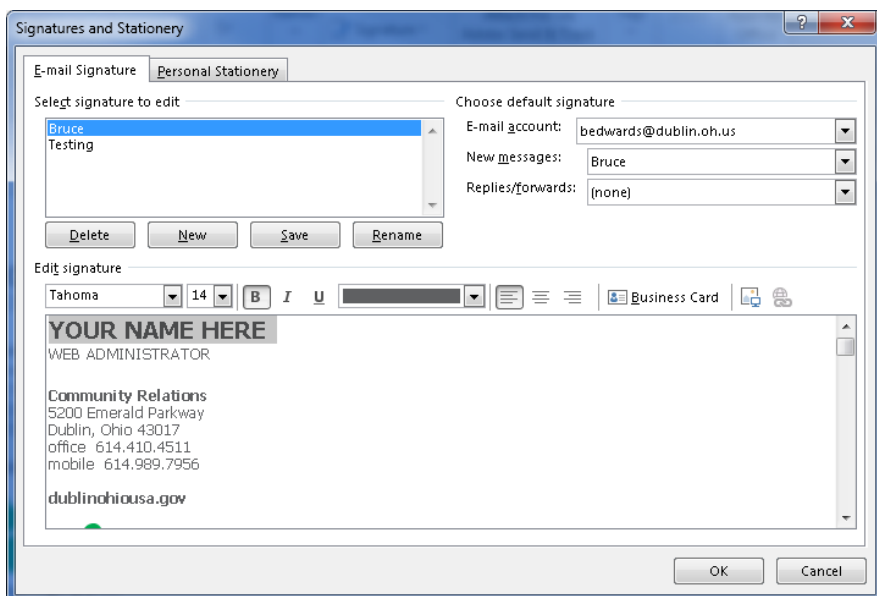
Select your current signature



Paste the updated email signature in the box below



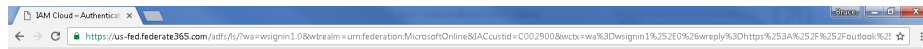
Edit the email signature with your information



When you are finished with your edits click 'OK'

## Using the online version of Outlook

Login to Outlook <http://webmail.dublinohiousa.gov>



Sign in here

Email Address

✉ Email Address

Password

🔒 Password

Sign In

Powered By iam cloud

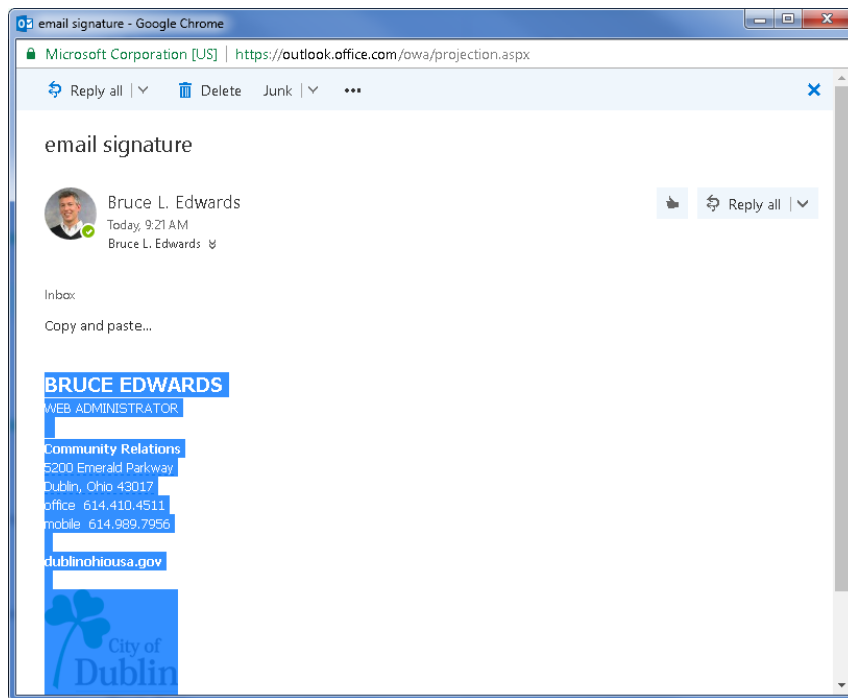
**BRUCE EDWARDS**  
WEB ADMINISTRATOR

**Community Relations**  
5200 Emerald Parkway  
Dublin, Ohio 43017  
office 614.410.4511  
mobile 614.989.7956

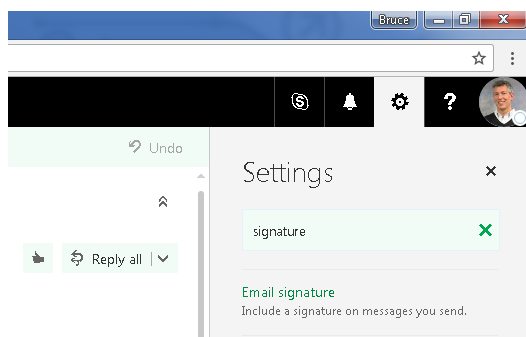
[dublinohiousa.gov](http://dublinohiousa.gov)



Open and email with the correct signature and copy the signature. The signature begins with your name and ends with the social media icons.



Click on the Gear icon and do a search for 'Signature' and click on 'Email signature'




Paste the new email signature into the box below. Edit the email signature with your information

✓ OK ✕ Cancel

Email signature

☐ Automatically include my signature on new messages I compose

☐ Automatically include my signature on messages I forward or reply to



**YOUR NAME HERE**  
WEB ADMINISTRATOR

**Community Relations**  
5200 Emerald Parkway  
Dublin, Ohio 43017  
office 614.410.4511  
mobile 614.989.7956

Settings ✕

signature ✕

Email signature  
Include a signature on messages you send.

Click 'OK' to save.

Questions? Contact Bruce Edwards @ 4511 or [bedwards@dublin.oh.us](mailto:bedwards@dublin.oh.us)